

WORKFORCE DEVELOPMENT BOARD

June 28, 2016

8:30 A.M.

Tompkins County Public Library

Present: M. Abdelrehim, B. Allen, A. Bishop, I. Burbank, L. Dillon, M. Gold, A. Hendrix, K. Kersey, J. Lance, P. Levesque, J. Mareane, S. Pronti, C. Reckdenwald, M. Stamm, M. Stazi, M. Talarski, J. Tavares

Excused: D. Burrows, C. Haynes, J. Matteson, L. Patz, S. Peake

Absent: K. Smith

Ex-Officio: D. Bradac, L. Holmes

Guests: K. Cerasaro, C. Harris, NYSDOL; D. Goodness, WDI

Staff: J. Mattick, J. Luu

Call to Order

Vice Chairman Pronti called the meeting to order at 8:33 a.m. Introductions followed. The agenda format was modified moving Committee Reports ahead of the Board Action Items.

Announcements

Mr. Pronti reported that Board officers were re-elected. Mr. Burrows will announce the members of the Executive Committee at the October meeting.

Committee Reports

Executive Committee

The Executive Committee has been discussing the procurement of the One-Stop Operator and what that will look like. In the past this was not required, but is now under the new regulations. More will be known once the final regulations are released. The group is looking at what separations are currently in place and whether this needs to be competitively bid. At present, the only program that is required to be competitively procured is the WIOA youth program and this process is very transparent. The same requirements have not applied to the Adult and Dislocated Worker funding. It may be possible to use NYATEP as a conduit for procuring on behalf of counties and this option is being explored.

One Stop Operations and Oversight Committee

The One-Stop Operation and Oversight Committee has been meeting and discussing the procurement of the One-Stop Operator, as well as discussing the Priority of Service Policy. The group continues to be educated on the operation of the One-Stop and the services provided there. They are getting up to speed on customer satisfaction indicators, reviewing training providers, and completing their work plan.

Services to Individuals with Disabilities Committee

The Services to Individuals with Disabilities Committee has been meeting regularly. Their goal at this time is to ensure that students leaving school, individuals with disabilities and school officials have been connected to the services provided by the One-Stop Center.

Mr. Levesque arrived at 8:43 a.m.

Ms. Hendrix arrived at 8:45 a.m.

Youth Oversight Committee

The Committee met yesterday to discuss the process used to identify gaps in services and obtain feedback from providers. The group would like to become more forward thinking in shaping the youth programs rather than being reactionary to funding opportunities/obligations. The group reviewed the resource guide that was created in 2014-2015. They also reviewed results from the Youth Employment Resource Team (YERT) survey and discussed doing a county analysis of youth being served and the youth employment idleness rate within the County to ensure the appropriate youth are being served.

Governance and Membership Committee

The Committee met in March and reviewed the structure and potential vacancies on the Board. They are working on getting representative from two key employers in the County, Borg Warner and Ithaca College.

Board Action Items

Approval of Minutes

It was Moved by Mr. Stamm, seconded by Mr. Mareane, and unanimously adopted by voice vote of members present to approve the minutes of April 26, 2016 as submitted.

Approval of 2016-2017 Workforce Development Board Operating Budget

It was Moved by Mr. Allen, seconded by Ms. Stazi, and unanimously adopted by voice vote of members present to approve the 2016-2017 Workforce Development Board Operating Budget.

Ms. Mattick reported the County has negotiated labor contracts, but their fringe rate fluctuates and has been going down the last few years. It is projected that the rate will increase slightly for 2017. She reported that the federal revenue is down by \$27,000 in the 2016-2017 budget and noted shortages last year were covered by carryover from the prior year. It is expected that all training funds will be expended in this budget. She stated it is possible to transfer dislocated worker funds to the adult line should the need arise. She noted the Ticket to Work program is bringing in very good revenue beyond what was expected, but stated less funding is budgeted this year because the program is nearing saturation and program staff are beginning outreach to youth leaving school and higher needs individuals at this time.

Mr. Levesque arrived at 8:50 a.m.

Approval of 2016-2017 Office of Employment and Training WIOA Operating Budget

It was Moved by Mr. Allen, seconded by Ms. Stazi, and unanimously adopted by voice vote of members present to approve the 2016-2017 Office of Employment and Training WIOA Operating Budget.

Ms. Mattick reported the one concern with the OET budget is the rent with the New York State Department of Labor. The One Stop Center must be co-located with the Department of Labor and staff is hearing that DOL will be changing the methodology used to determine the monthly rent. Mr. Mareane asked what happens if the rent increases. Ms. Mattick stated if the methodology changes it will be based on FTE's and it could mean a reduction in services due to the fact that there is only one employment counselor (County employee) providing services currently. Mr. Mareane stated the State needs to know that in an era of tax caps, pushing additional costs on to counties won't work.

Ms. Mattick noted the copier contract has been renegotiated and savings are anticipated, but it won't actually be known until the contract has been in place a full year. Training funding has gone down due to the decrease in allocations.

At their June 7, 2016 meeting the Executive Committee reviewed and approved moving to the full board for approval the operating budget for the Workforce Development Board for the 2016-2017 Program Year.

Approval of Priority of Service Policy

It was Moved by Mr. Levesque, seconded by Ms. Dillon and unanimously adopted by voice vote of members present to approve the Priority of Service Policy as recommended by the One Stop Operations and Oversight Committee.

Ms. Mattick stated the Committee thought keeping the policy broad would allow for more individuals to be served. The Committee will revisit it in the next year to review who is being served and make changes, if needed, at that time.

Tompkins County Workforce Development Board Local Adult Program Priority of Service Policy and Procedures

Determining Customer Priority to Receive WIOA Individualized Career and WIOA Training Services

1. Priority of Service for Veterans and Eligible Spouses

(a) Veterans and eligible spouses must be given priority for registration for WIOA Individualized Career Services and Training Services.

(b) Priority means that veterans and eligible spouses are entitled to precedence over non-covered persons for services. This means that a veteran or an eligible spouse either receives access to a service earlier in time than a non-covered person or, if the resource is limited, the veteran or eligible spouse receives access to the service instead of or before the non-covered person.

(c) The WIOA Services Program will comply with the priority of service for Veterans and Eligible Spouses requirements in USDOL TEGL 10-09 and any updated requirements.

2. Priority of Service for the WIOA Adult Program

(a) Priority for WIOA Individualized Career Services and Training Services is given to adults who are recipients of public assistance, other low-income individuals, and Individuals who are basic skills deficient.

(b) When two or more individuals are requesting a service within the same time frame, this means an eligible, priority individual receives access to a service earlier than other individuals, or, if the resource is limited, the priority individual receives access to the services instead of or before other program eligible individuals.

(c) All customers (who are 18 or older) who have appropriate documentation as public assistance recipients or low-income will meet this priority.

(d) The WIOA Adult Program definition of "basic skills deficient" is: "the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society"

(1) Examples of adults who meet this priority for "basic skills deficient" are those who:

- Have no High School Diploma or High School Equivalency;
- Are enrolled in a Title II Adult Education/Literacy Program
- Are determined by Assessment to Have English Reading, Writing, or Computing Skills at an 8.9 or Below Grade Level;
- Are determined by the Workforce Advisor and/or through customer self attestation that s/he is an English Language Learner;
- are determined by the Workforce Advisor to be "basic skills deficient" through observation and the initial assessment interview

- (e) Workforce Advisors will include the determination of this priority in the customer's file with appropriate case notes.
- (f) Veterans and eligible spouses who are eligible for the WIOA Adult Program continue to receive priority for service among all eligible individuals and within the Adult Program priority of service
- (g) Priority of service will be applied in the following order when two or more individuals are requesting a service within the same time frame:
 - (1) First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.
 - (2) Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.
 - (3) Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
 - (4) Last, to non-covered persons outside the groups given priority under WIOA.

Approval of Executive Committee Actions

It was Moved by Mr. Allen, seconded by Ms. Gold and unanimously adopted by voice vote of members present to approve the following Executive Committee Actions:

1. At their May 3, 2016 meeting the Executive Committee on behalf of the Board authorized the extension of the rental agreement between the Workforce Development Board and Tompkins County Area Development for the period of February 1, 2016 through January 31, 2021.
2. At their May 3, 2016 meeting the Executive Committee on behalf of the Board authorized the increase of a half-time Disability Resource Coordinator position in the Office of Employment and Training. The position is in collaboration with Challenge Workforce Solutions with funding being provided by the Research Foundation for Mental Health.
3. At their June 7, 2016 meeting the Executive Committee on behalf of the Board authorized submitting the request to NYSDOL to transfer up to \$35,000 of Dislocated Worker funding to Adult funding.
4. At their June 7, 2016 meeting the Executive Committee on behalf of the Board Established the WIOA Funding Level for Training at 32.5%.

Treasurer's Report

Ms. Mattick reviewed the April budget statements of both the Board and the Office of Employment and Training. The Office of Employment and Training has expended 99% of the training funds. OCM BOCES is conducting a lot of the training and they do extensive case management with individuals and this has been a very good collaboration.

2015-2016 Year In Review

Ms. Mattick provided an update on the activities undertaken during the past year. She reported that the Board's committees are fully operating and meeting regularly, and each committee has developed their work plans.

Ms. Burbank left the meeting at 9:24 a.m.

Ms. Mattick stated the Youth Oversight Committee has taken on a staff development focus working with contractors. They are looking at ways to create career pathways and reviewing the RFP process for the upcoming year.

The Advanced Manufacturing Survey was conducted and brought together a consultant and manufacturers to identify workforce shortages and critical positions, determine potential for training offerings based on common needs, identify in-house training options including interns and coop, assess level of interest in a “coordinated approach”, and compile data on best sources and training providers. The group was very engaged and additional meetings will be held with them as well as training providers.

During the year, the Board collaborated on a STEM event at Ithaca High School, continued the Hospitality Star Initiative, and has been planning for the Health Career Expo to be held in the fall.

Mr. Pronti asked what the Board would be interested in seeing in the coming year to maintain engagement. The Executive Committee has been discussing getting a development update from the Downtown Ithaca Alliance on development downtown and Tompkins County Area Development on development occurring within the County. There has also been discussion of conducting a survey to get a better idea of the labor participation rate and partners are being sought to assist with this project. A better understanding of why people aren't participating in the workforce is needed.

Ms. Holmes suggested looking at the effects of the increase of minimum wage and FLSA changes on employers. Ms. Tavares stated the Chamber conducted a survey last year and she is happy to share the info graphics with the Board.

Ms. Gold stated Challenge Workforce Solutions has had some success with their Tapping Into Talent event (similar to speed dating) with individuals with disabilities and this could be mirrored for other groups to connect employers with individuals. Ms. Dillon noted Tompkins Community Action has had success aggregating childcare into larger spaces and it may be possible to have the type of event Ms. Gold spoke about at those locations.

Ms. Tavares stated the group should keep housing on their radar. The most recent information indicates that the situation is much more serious than originally thought.

WDB Director/One Stop Manager Update

Ms. Mattick did not have a report. Ms. Bradac distributed her report with highlights from the year.

Adjournment

It was Moved by Ms. Allen, seconded by Ms. Dillon and unanimously seconded to adjourn the meeting at 9:52 a.m. The next meeting will be held October 25, 2016 at 8:30 a.m. at the Tompkins County Public Library.

Minutes prepared by Jennifer Luu.